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STANDARD FORM NO. 64

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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)

DATE: 21 August 1952

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activities Report -- Period 15 August - 21 August 1952

## I. Outstanding Achievements of the Week

25X1A2g

1. Project 52-47, Project [REDACTED] On 20 August, the DD/TR(G), the Chief, NE/SO, the Chief, Language Services Division, and the Chief, Plans and Policy Staff reached a decision on a plan of action for subject project. The Chief, Language Services Division will proceed to carry out the plan. A memo of record summarizing the agreement is being drafted for distribution to the above listed personnel.

## II. Important Developmental Plans

1. Project 52-8, National Security Presentations. Draft of proposal for a series of lecture programs on national security problems has been forwarded to the Director of Training for comment.
2. Project 52-17, Near East Language and Area Program. Personnel nominated to participate in the October session [REDACTED] are being tested for language aptitude. Recommendation on their acceptance for the program will be forwarded to the Director of Training as soon as evaluation is received. 25X1A1d
3. Project 52-18, Training for New Personnel. Drafts have been completed for the adaptation of the Basic Intelligence Course into two six-week courses. The first, BIC(P), would emphasize principles and be required for all new professional employees. the second, BIC(M), would emphasize methods; it would be required for new professional DD/I personnel and optional for those entering ID/A and DD/P positions. A significant step toward the dependable estimating of future enrollments is the recent promulgation by Personnel of a definition of the key word "professional." Draft of CIA Regulation on Basic Intelligence Training being revised in line with proposed twelve-week course.
4. Project 52-19, Revision of CIA Regulation [REDACTED] A draft of revision of [REDACTED] re non-CIA training facilities used as a basis for discussion with Support Staff ( [REDACTED] ). [REDACTED] will be revised and [REDACTED] (procedure) will be written in line with their comments. 25X1A 25X1A 25X1A 25X1A 25X1A9a 25X1A 25X1A

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25X1A9a 6. Project 52-30, Seminar on International Labor Relations. On 19 August, [redacted] met with [redacted] to discuss the problem of developing a training program in international labor relations for Agency personnel. It was agreed that [redacted] would outline a course of instruction designed to meet Agency requirements. He estimated that he would require approximately four weeks to prepare the outline of the course. It was further agreed that he would notify us when he had completed his outline; that the outline would be a basis for further discussion on the subject; that revisions would be made, as required, after consultation with O/TR officials and the OPC project officer. A memo of record summarizing the content of the meeting is being prepared for distribution to D/TR and DD/TR(G).

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7. Project 52-33, Space for O/TR Expansion. This project has been concluded with the presentation of two memoranda to the DD/TR(G). One, endorsed by the Chiefs of the Intelligence and Management Training Divisions, recommended that Reading Improvement be transferred to Wing D of Alcott Hall, and that Clerical Training inherit the space vacated by Reading. The other recommends that the Chief of the Support Staff be requested to include in his comprehensive space plans provision for the possible expansion of the Basic Intelligence Course and to review BIC needs before approving long-range assignments in R & S Building. The latter is accompanied by a summary analysis of the space problems and prospects of the BIC.

8. Project 52-36, Language Reference Materials. On 20 August, S/PP received the FDD report; subject: Identification and Procurement of Reference Material for Exploitation in FDD. This report is intended to answer a query of the AD/IC on the status of the availability of language reference materials. S/PP is analyzing the report and will prepare comments to be forwarded to the AD/IC.

9. Project 52-37, Collection and Source Exploitation Manual. Through External Training Officer (Military), the Naval Intelligence School (NIS) was visited. Useful material and leads were obtained, and arrangements were made for O/TR to get a copy of new NIS material on collection as soon as it is completed. Preliminary steps toward visits to D/I USAF have been taken.

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10. Project 52-42, Commo Training Requirement. A recommendation containing the views of this office on the proposal for the use of correspondence courses is being drafted.

11. Project 52-43, Agency Training Requirements. Designing of a form to determine Agency training requirements is in process.

12. Project 52-44, Missions and Functions of TLO's. Draft of proposed CIA Regulation on the missions and functions of TLO's being revised in line with suggestions of division and staff chiefs of TR(G).

13. Project 52-45, Newsletter. Revised draft of proposed inclusion in Newsletter forwarded to DD/TR(G) for approval.

14. Project 52-50, Justification of O/TR Budget. By direction of the D/TR, S/PP is preparing two papers - one on career training for CIA, and the other on language and area training. These papers are being prepared against a deadline of 1 September. Both papers are currently in active preparation.

**III. Contributions to Intelligence Efforts in the Departments and Agencies of the Government**

1. None

**IV. Contributions by Other Intelligence Agencies or Individuals**

1. Project 52-37, Collection and Source Exploitation Manual. (See II, 8, above.)

**V. Requests for Special Training**

1. Project 52-49, Reading Improvement Course for Contact Division, O/O. Contact Division, O/O, has requested that personnel in the field offices be permitted to enroll in a commercial reading improvement course. An analysis of this request is in process.



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